


C O N F I D E N T I A L

CMC

3 OCT 1988

MEMORANDUM FOR: Chief, Support Group, SIO


25X1 FROM:



Procurement Executive, OL

SUBJECT: Proposed Conference Facilities

1. In general, your interpretation of our requirements for conference facilities is "on the mark." The proposed configuration of three major conference rooms, which may be used simultaneously for three separate meetings of 30, 40, and 60 conferees respectively, with supporting toilets, lounge, minor office space and security considerations is appropriate to our need. Some detailed comments and requests are listed in the attachment.

25X1 2. Thanks for sharing your preliminary concepts with us. If you have further questions about our requirements, please contact


Attachment

25X1 
OL 13178-88 *al*

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OL/RECD/REB

20 Sept 88/3 Oct 88

Distribution:

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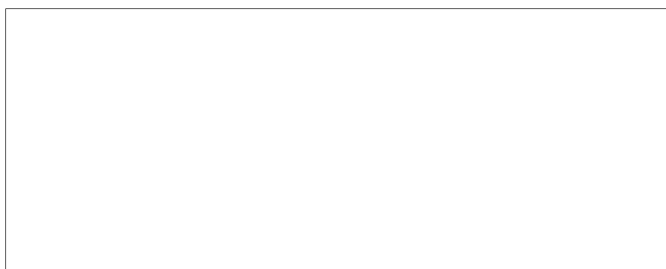
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**COMMENTS AND REQUESTED FEATURES
FOR CONFERENCES**

- a) Equip the conference rooms with folding soundproof partitions so they may occasionally be subdivided for small group use.
- b) We understand that the conference room capacities of 30, 40, and 60 are based on using an array of conference tables; however, the capacity using chairs in an audience arrangement could be approximately 45, 60, 90.
- c) HVAC systems should be flexible in cooling capacity to match loads. High volume, low velocity systems with very low noise generation are needed.
- d) Before plans are crystallized, please review conference room length, width and height ratios, seating patterns, view angles and projection screen size to optimize audience viewing. Technical references in journals and graphic standards recommend the most distant viewers to be a maximum of six screen widths from screen.
- e) Detailed performance requirements for audio systems should also be determined soon. A recent installation of multiple audio-speakers [redacted] appears to be very successful.
- f) Provisions for handicapped employees in conference and dormitory facilities are needed; at this time less than ten percent of our employees are physically handicapped or have severe impairment of sight or hearing that require special consideration.
- g) In or nearby the lounge, two or three phone niches for use by attendees to contact their offices are desired.
- h) If possible, locate the kitchen/coffee area of each conference rooms so it is accessible from the corridor.
- i) We have few comments about the dorm concept or the site work, except to say that a mix of schemes A and B parking may be worth investigating to reduce lot width across the slope and thus ease topographic problems.

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